

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

Job Title Vice President, Student Services
Department Executive
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Apr. 14, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Vice-(President/Provost/Chancellor)

Academic Field(s) Administration - Student Affairs

Apply Online Here <https://apptrkr.com/6139122>

Apply By Email

Job Description

Image not found or type unknown



Vice President, Student Services

HR EMPLOYMENT/CAREERS

Initial Review Date: 05/26/25*

*For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Salary Grade: A2/A3 - N

Full Salary Range: \$183,089.27 - \$257,624.97 annually**

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

****Actual placement is based on applicant's verified education and experience (Customary Hiring Range: \$183,089.27 - \$201,855.90 annually).** In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

- Critical thinking

POSITION PURPOSE:

Reporting to the President, the Vice President of Student Services provides strategic leadership and vision in the planning, direction, administration, and evaluation of the college's student services infrastructure that is welcoming and nurturing for a diverse student body. The Vice President will work to enhance access, retention, and student success and serves as the chief student services officer of the College. The Vice President will also work collaboratively with the college's various stakeholders to develop and implement student-centered innovative services and support that advance diversity, equity, inclusion, accessibility, and antiracism. The Vice President works cohesively with the De Anza community and the community at large to provide campus and district leadership.

NATURE and SCOPE:

The Vice President of Student Services plays a key leadership role in overseeing a diverse team of deans, directors, faculty, and staff across student services, ensuring that all departments work cohesively to support the needs of students. This position requires strategic delegation of responsibilities, aligning with collective bargaining agreements, and providing guidance on program development, budget management, and staffing. The Vice President is instrumental in hiring and evaluating personnel, fostering a collaborative and inclusive work environment, and making informed recommendations to the President on staffing and resource allocation to best support the college's mission and student success.

The Vice President of Student Services is responsible for planning, directing, administering and evaluating the student support programs and services of the college. The position is also responsible for developing, recommending and implementing policies and procedures that support student success; ensuring compliance with federal, state, local and district regulations; and supervising and evaluating the performance of assigned personnel.

The Vice President will demonstrate strong leadership and a record of administrative accomplishments, working collaboratively and collegially with various stakeholders. This position requires the management of significant resources and the ability to work effectively within a shared governance framework.

KEY DUTIES and RESPONSIBILITIES:

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

The following duties and responsibilities are typical but not limited to the following:

1. Serves as the Chief Student Services Officer of the college and an advisor to the President. Supports the President in providing leadership in the development and coordination of the vision, mission and values of the college. Provides strategic vision, policy analysis, and organizational support to develop and enhance high quality, student-centered support programs and services to advance student successes, innovative and creative approaches to 21st century opportunities, training and services, and community partnerships.
2. Provides leadership, vision, and direction, while working collaboratively with all constituencies, in the development of plans for enhancing the quality of all student-centered support and services (such as Basic Needs, College Life, Counseling, Disability Support Programs and Services, Enrollment Services, Extended Opportunity Programs and Services/CARE/NextUp, Financial Aid, International Student Programs, Mental Health and Wellness, Middle College, Outreach, Student Development, Student Health Services, Veteran Services), the development of new student support programs, the redirection of existing services to best meet the support needs of students, and necessary professional development for faculty, classified staff professionals, and administrators.
3. Develops plans for personnel, facilities and equipment needs of the student support programs, initiating and leading the formulation of long-range planning for student services through the college's Strategic Plan, Educational Master Plan, Facilities Master Plan, Technology Master Plan, Strategic Enrollment Management Plan, and Student Equity & Achievement Program Plan.
4. Supervises administrators, staff, and faculty to create and maintain a positive working, teaching and learning, and equitable student support environment. Encourages multi-directional communication and orderly collaborative decision making in all student support programs.
5. Collaborates with the Vice President of Instruction, Vice President of Finance and Administrative Services, and other members of the senior leadership team to integrate support services, instruction and operational services to support student success.
6. Develops, coordinates and implements the annual Student Services Program Review, including qualitative as well as quantitative measures; makes recommendations for program needs and additional faculty to fulfill these needs.
7. Based on program review and the overall mission and priorities of the college, develops college student support goals for the student services programs, allocates personnel resources to attain these goals, and monitors indicators of successful achievement of those goals.
8. Develops and manages the student services budget of the college and leads efforts to procure external resources such as grants.
9. Collaborates with Instruction to provide necessary outreach and student support in the ongoing development of dual enrollment, continuing education (noncredit), programs for currently and formerly incarcerated students, implementation of Guided Pathways through the college's

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

Villages model, and creation of a college-going culture from TK-12 into higher education.

10. Ensures compliance with Education Code, state regulations, accreditation standards, board policies, and administrative procedures. Initiates recommendations of revisions to and provides leadership in the development of policies and procedures related to student support services across the college and district.
11. Works cooperatively and provides leadership in developing partnerships with business, industry, government, schools, colleges, public and private sector agencies, and the community at large in the planning and implementation of student support programs. Represents the college with distinction in community, state, and national activities.
12. Participates in college and district shared-governance in the promotion of collegial consultation processes through active engagement in college and district-wide committees, task groups, and councils.
13. Participates as needed in district collective bargaining using principles and practices of interest-based bargaining, assists in the preparation of interests and proposals for negotiations and ensures compliance with collective bargaining agreements.
14. Ensures the timely and accurate preparation and submittal of a variety of reports, proposals, recommendations, and planning documents in accordance with federal, state, regional, local, and accreditation standards.
15. Provides problem solving, planning, and communication regarding college goals and policy changes.
16. Serves as advisor to the President on student services related issues including student code of conduct, Title IX, and related matters.
17. Develops and promotes opportunities for innovation, professional growth and staff development.
18. Participates in the selection of all De Anza student services administrators and faculty while ensuring the supervision and evaluation of all student services administrative staff.
19. Supports, implements and promotes compliance with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.
20. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and direction to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
21. Performs other duties as assigned by the President.

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

EMPLOYMENT STANDARDS

Knowledge:

1. Applicable laws, guidelines, regulations, and contracts such as Title IX, Education Code, Title 5, AB 1725, Board policies, administrative procedures, OSHA regulations, federal and state labor laws, and ADA compliance laws.
2. Principles of employment, supervision, and evaluation of faculty, staff and administrators.
3. Collective Bargaining in the California Community College system.
4. California Community Colleges Chancellor's Office policies and procedures.
5. Shared governance, teambuilding and collaborative decision-making processes within and across organizational lines.
6. Personnel and fiscal management.
7. Program Review, Administrative Unit Outcomes, and Student Learning Outcomes Assessment for Student Services.
8. Technology and commonly used software and communication media.

Skills and Abilities:

1. Communicate effectively both orally and in writing, including complex proposals and presentations, and other public speaking.
2. Strong supervisory skills.
3. Proven leadership and management.
4. Problem solving and critical thinking skills.
5. Strong interpersonal skills.
6. Computer hardware and software applications.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. A Master's Degree from an accredited institution in a discipline within or related to the division area.
3. One year of administrative experience, formal training, internship, or leadership in a related field.

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

4. The successful candidate will have one year of direct administrative experience in:
- Planning, implementing, administering, and evaluating student support programs and services;
 - Hiring, supervising, developing and evaluating faculty and staff;
 - Developing, managing and administering complex budgets; and
 - Serving as an active support in diversity.

Preferred Qualifications:

1. Three to five years of progressive administrative responsibility in student services, or a related area preferably in the California Community College system.
2. Experience supervising all levels of employees: administrators, faculty, and staff.
3. Experience in leading institutional change.
4. Experience with student learning outcomes identification and assessment for student services.
5. Demonstrated experience with integrated budget and planning, and a data driven program review process.
6. Knowledge of admissions processes procedures and reporting requirements.
7. Resource development experience with grants, foundations, or similar development activities.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Contract, 12-months per year

Starting date: As soon as possible upon completion of the search process.

First-round interviews are expected to be held June 12-13, with final interviews and open forums tentatively scheduled for June 18-20.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

Vice President, Student Services
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255651>

Downloaded On: May. 3, 2025 7:40am

Posted Apr. 14, 2025, set to expire Jun. 1, 2025

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2065?c=fhda>

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Executive

Foothill-De Anza Community College District

,